



Application for Renewal of Registration

RTO1b RENEWAL OF REGISTRATION

You need to complete this form if your organisation is already a Registered Training Organisation (RTO) and you are applying to renew your organisation's registration.

If you are applying to be an RTO for the first time, please complete [RTO1a Application for Initial Registration](#).

You need to review your organisation's current scope to determine if you need to remove any Training Package qualifications, individual units of competency or accredited courses. You may also add Training Package qualifications, individual units and/or accredited courses to the current scope of registration by including them in Section 5 of this application form. In other words, you only have to complete this form; you do not have to complete a separate application to amend your current scope.

About this form

There are nine sections to this application form:

- Section 1 Type of Application
- Section 2 Applicant details
- Section 3 Details of legal entity's directors and other associates
- Section 4 Applicant and associate history
- Section 5 Details of scope of registration
- Section 6 Declaration by CEO
- Section 7 Evidence to support your application
- Section 8 Conflict of Interest
- Section 9 Total VET Activity Exemption
- Section 10 Fee Structure

Please read the [Initial or Renewal of Registration Application Guide](#) for information about each section of this form and assistance in completing this application. Download the latest version of the Guide from the Application Forms page of the TAC website at <http://www.tac.wa.gov.au>.

The form must be completed and submitted as a printed application, together with the application fee. Applicants will be invoiced for the registration fee, depending on the number of industry areas in the application. Please note the application fee should be paid in the form of EFT or cheque (see Section 10).

To streamline the application process, renewal of registrations can be submitted online through RTONet at <https://stars.dtwd.wa.gov.au/corpsys>. Online applications can only be submitted by the legally responsible person or registration contact.

Address all applications to:

Training Accreditation Council, PO Box 1766, OSBORNE PARK WA 6916, 22 Hasler Road, OSBORNE PARK WA 6017

National Guidelines for a Registering Body

The Training Accreditation Council (the Council) must comply with the Standards for VET Regulators 2011. To ensure compliance with the updated Vocational Education and Training (General) Regulations 2009, the Council has adopted the AQTF National Guidelines for a Registering Body as the established guidelines underpinning its operations as a registering body. The guidelines can be viewed

at: http://www.nssc.natase.gov.au/_data/assets/pdf_file/0011/69329/AQTF_National_Guidelines_for_a_Registering_Body.pdf

Information Sharing

Information collected by the Council is used for the primary purpose of the Council undertaking its functions outlined in the *Vocational Education and Training Act 1996*. The information collected may be provided to relevant government agencies for secondary purposes that are directly related to, or provide benefit to the Council's primary function of quality assuring vocational education and training in Western Australia.

Document Title	Version	Date Created	TRIM Number
Application Form - Registration - Initial/Renewal - RTO1b Renewal of Registration V02-14	V03-14	30/06/2014	2014/03878



SECTION 1 – TYPE OF APPLICATION**Registration as an RTO**Application Type: Renewal of Registration – current period of registration expires on ___ / ___ / ___**Delivery to overseas students**

Do you currently provide, or intend to provide, education services to overseas students studying in Western Australia on a student visa or deliver Nationally Recognised Training in States and Territories other than Western Australia and Victoria??

Yes No

If yes, TAC cannot accept your application and you will need to apply for registration with the national regulator, Australian Skills Quality Authority (ASQA)

SECTION 2 – APPLICANT DETAILS**2.1 - Name of legal entity applying for registration****2.2 - Type of legal entity**Corporation Government entity Incorporated association Partnership Sole trader Other (please specify) **2.3 – Registered business (trading) name(s)****2.4 - ACN****2.5 - ABN****2.6 – Type of training organisation****School**Government school Catholic school Independent school Australian technical college **STP**State Training Provider **Enterprise**Government enterprise Non-government enterprise **University**Government university Non-government Catholic university Non-government independent University **Other training provider**Private provider Professional association Industry association Equipment/product/manufacturer/supplier Community based adult education provider Other – not classified elsewhere **2.7 – Head office of legal entity applying for registration**

Site name: _____

Street Address: _____

Postcode: _____

Postal Address: _____

Postcode: _____

Telephone: _____ Facsimile: _____

Email: _____

2.8 – Principal place of RTO business

Site name: _____

Street Address: _____

Postcode: _____

Postal Address: _____

Postcode: _____

Telephone: _____ Facsimile: _____ Mobile: _____

Email: _____

Website: _____

2.9 – RTO's permanent delivery sites

List permanent delivery sites in all State and Overseas.
 Copy and paste additional tables if required.
 Tick this box if additional information or a further list is attached.

Delivery site 1

Site name: _____

Street Address: _____

Postcode: _____

Telephone: _____ Facsimile: _____

Delivery site 2

Site name: _____

Street Address: _____

Postcode: _____

Telephone: _____ Facsimile: _____

Delivery site 3

Site name: _____

Street Address: _____

Postcode: _____

Telephone: _____ Facsimile: _____

2.10 – Chief Executive Officer/legally responsible person (contact details will be publically available on TGA)

Title: _____ Surname: _____ Given Names: _____

Position: _____

Telephone: _____ Facsimile: _____ Mobile: _____

Email: _____

2.11 – TGA day to day public contact person (contact details will be publically available on TGA)

Title: _____ Surname: _____ Given Names: _____

Position: _____

Telephone: _____ Facsimile: _____ Mobile: _____

Email: _____

2.12 – Registration contact person (contact details will be publically available on TGA)

Title: _____ Surname: _____ Given Names: _____
 Position: _____
 Telephone: _____ Facsimile: _____ Mobile: _____
 Email: _____

SECTION 3 – DETAILS OF LEGAL ENTITY'S DIRECTORS AND OTHER ASSOCIATES

Copy and paste additional tables if required.

Tick this box if additional information or a further list is attached.

Person 1

Title: _____ Surname: _____ Given Names: _____
 Position: _____
 Street Address: _____
 Postcode: _____
 Telephone: _____ Facsimile: _____ Mobile: _____
 Email: _____

Person 2

Title: _____ Surname: _____ Given Names: _____
 Position: _____
 Street Address: _____
 Postcode: _____
 Telephone: _____ Facsimile: _____ Mobile: _____
 Email: _____

SECTION 4- APPLICANT AND ASSOCIATE HISTORY**4.1 – Current registration in another State/Territory**

Is the applicant or any associate currently registered as an RTO, other than the RTO in this application, in any State or Territory?

Yes, the applicant is Yes, an associate is No, neither is

Current registration

Legal name of RTO: _____
 Trading name(s): _____
 RTO number: _____ Period of registration: From: _____ To: _____
 ACN _____ ABN _____
 Chief Executive: _____
 State or Territory where registration is held: _____

4.2- Former registration in another State/Territory

Has the applicant or any associate ever been registered as an RTO, other than the RTO in this application, in any State or Territory?

Yes, the applicant has been Yes, an associate has been No, neither has been

Details of former registration

Legal name of RTO: _____
 Trading name(s): _____
 RTO number: _____ Period of registration: From: _____ To: _____
 ACN _____ ABN _____
 Chief Executive: _____
 State or Territory where registration was held: _____

4.3- Pending applications in another State/Territory

Apart from this application, does the applicant or any associate have an application for registration currently lodged with any other registering body?

Yes, Name of registering body _____ No

Details of pending applications

Please provide further details of pending applications.

Name: _____
 Address: _____
 State: _____ Postcode: _____
 Telephone: _____ Facsimile: _____ Mobile: _____
 Former name (if any) _____
 Date of birth: _____ Place of birth (town state & country): _____
 Is this the applicant or an associate (tick one): Applicant: Associate:
 Provide details below: _____

4.4- Fit and proper

Has/Is the applicant, senior officers, directors, substantial shareholders or associates:

Has the applicant or any associate ever been refused registration or had registration cancelled by this or any other State or Territory registering body?	Yes	No
If yes, name of the State/Territory _____		
Has the applicant or any associate ever had registration suspended by this or any other State or Territory registering body?	Yes	No
Ever been convicted of, or found guilty of ANY offences, including convictions which resulted in a suspended sentence? (include all offences which went to court, including traffic offences)	Yes	No
Presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention?	Yes	No
Ever been placed on a Community Based Order, Community Service Order, an Intensive Supervision Order or any other order made by a court or tribunal?	Yes	No
Aware of any proceedings pending against you/them for an offence, including proceedings by way of appeal or review?	Yes	No
Ever been the subject of an adverse finding by a government Board, Tribunal or other agency (eg. The Corruption and Crime Commission?)	Yes	No
Had any application for an occupational licence refused?	Yes	No
Had an occupational licence cancelled, suspended or disqualified?	Yes	No

Been subject to disciplinary action by a licensing authority?	Yes	No
Had any investigations or proceedings pending or current, which may result in action being taken in relation to any occupational licence held?	Yes	No
Ever become bankrupt, applied to take the benefit of a law for the benefit of bankrupt or insolvent debtors, compounded with your/their creditors or assigned your/their remuneration for the benefit of creditors?	Yes	No
Ever been disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001?	Yes	No
To the best of your knowledge, have you ever been involved with a training organisation that may have answered yes to the questions above?	Yes	No

If you answered "YES" to any of the above questions, please provide full details on an attached separate piece of paper

4.5- Other

Are there any other matters about which the Training Accreditation Council should be aware, that may be relevant when assessing the Fit and Proper person requirements of Condition 1 of the AQTF Essential Conditions and Standards for Continuing Registration?

Yes

No

If you answered "YES" please provide full details on an attached separate piece of paper

SECTION 5 – DETAILS OF SCOPE OF REGISTRATION

Does your organisation have in place, or anticipate having, partnership/subcontracting arrangements for some or all of the training and assessment delivery applied for? Yes No

Does your organisation deliver/intend to deliver services to students under the age of 18? Yes No

Does your organisation deliver/intend to deliver services offshore/overseas? Yes No

Does your organisation take/intend to take fees in advance?
*if you have answered yes to this question, please identify which option for protection of fees you will use/are using. Yes No

Option: _____

Please refer to Condition 5, AQTF Essential Conditions and Standards for Continuing Registration and the [Initial or Renewal of Registration Application Guide](#) for further information.

Specify your organisation's delivery sites. This information will then be used for the Training Product Delivery Profile below.

Delivery Site Code	Site Name	Address
1		
2		
3		
4		
5		

Delivery method codes for each qualification/units of competence/accredited course is required for the Training Product Delivery Profile below.

Delivery Method Code	Delivery Method	Delivery Method Code	Delivery Method
FF	Face to face	FD	Flexible delivery
OL	Online	EX	External
CO	Correspondence	SS	Self study
ON	On the job	OF	Off the job
AT	Apprenticeship/Traineeship		

Enter the correct TGA codes and titles of the Training Package qualifications, individual units of competency (if not intending to deliver a full qualification) and accredited courses your organisation wishes to deliver/assess. Include additional pages to list qualifications if required.

Training Package qualifications, units of competency and accredited courses to be listed on your scope of registration.

TGA Code	Title	Delivery Method(s)	Assessment only	Delivery Site(s)

SECTION 6 – DECLARATION BY CEO

This declaration must be completed by the Chief Executive of the organisation applying for renewal of registration. If the legal entity applying is a person, that person must complete the declaration. The declaration is made as a formal undertaking to the Training Accreditation Council.

I, _____, Chief Executive Officer/Legally Responsible person of
(Legal name to be registered): _____

certify to the Training Accreditation Council that our organisation will operate in accordance with the *Vocational Education and Training Act 1996* and the Australian Quality Training Framework (AQTF) Essential Conditions and Standards for Continuing Registration, as detailed below:

1. Governance

The RTO's Chief Executive must ensure that the RTO complies with the AQTF Essential Conditions and Standards for Continuing Registration and any national guidelines approved by the National Quality Council or its successors. This applies to all of the operations within the RTO's scope of registration, as listed on the www.training.gov.au website.

The RTO's senior officers and directors or substantial shareholders who are in a position to influence the management of the organisation must satisfy fit and proper person requirements unless these requirements have already been met through other legislative provisions.

The RTO must also explicitly demonstrate how it ensures the decision making of senior management is informed by the experiences of its trainers and assessors.

2. Interactions with the Registering Body

The RTO's Chief Executive must ensure that the RTO co-operates with its registering body:

- in the conduct of audits and the monitoring of its operations
- by providing accurate and timely data relevant to measures of its performance
- by providing information about significant changes to its operations
- by providing information about significant changes to its ownership
- in the retention, archiving, retrieval and transfer of records consistent with its registering body 's requirements
- by providing a statement demonstrating its financial viability and/or its annual financial statements and/or a business plan on request of the registering body.

3. Compliance with Legislation

The RTO must comply with relevant Commonwealth, State or Territory legislation and regulatory requirements that are relevant to its operations and its scope of registration. It ensures that its staff and clients are fully informed of these requirements that affect their duties or participation in vocational education and training.

4. Insurance

The RTO must hold insurance for public liability throughout its registration period.

5. Financial Management

The RTO must be able to demonstrate to its registering body, on request, that it is financially viable at all times during the period of its registration.

The RTO must provide the following fee information to each client:

- the total amount of all fees including course fees, administration fees, materials fees and any other charges
- payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee
- the nature of the guarantee given by the RTO to complete the training and/or assessment once the student has commenced study in their chosen qualification or course
- the fees and charges for additional services, including such items as issuance of a replacement qualification testamur and the options available to students who are deemed not yet competent on completion of training and assessment, and
- the organisation's refund policy.

Where the RTO collects student fees in advance it must ensure it complies with one of the following acceptable options:

- (Option 1) the RTO is administered by a state, territory or commonwealth government agency, or
- (Option 2) the RTO holds current membership of an approved Tuition Assurance Scheme, or
- (Option 3) the RTO may accept payment of no more than \$1000 from each individual student prior to the commencement of the course. Following course commencement, the RTO may require payment of additional fees in advance from the student but only such that at any given time, the total amount required to be paid which is attributable to tuition or other services yet to be delivered to the student does not exceed \$1,500, or

- (Option 4) the RTO holds an unconditional financial guarantee from a bank operating in Australia for no less than the full amount of funds held by the RTO which are prepayments from students (or future students) for tuition to be provided by the RTO to those students, or
- (Option 5) the RTO has alternative fee protection measures of equal rigour approved by the registering body.

The RTO must have its accounts certified by a qualified Accountant to Australian Accounting Standards at least annually, and provide the certificate to its registering body on request. If the registering body reasonably deems it necessary, the chief executive must provide a full audit report on the RTO's financial accounts from a qualified and independent accountant.

6. Certification & Issuing of Qualifications & Statements of Attainment

The RTO must issue to persons whom it has assessed as competent in accordance with the requirements of the Training Package or accredited course, a qualification or statement of attainment (as appropriate) that:

- meets the Australian Qualifications Framework (AQF) requirements
 - identifies the RTO by its national provider number from the www.training.gov.au website.
 - includes the Nationally Recognised Training (NRT) logo in accordance with the current conditions of service.
- The RTO must retain client records of attainment of units of competency and qualifications for a period of thirty years.

The RTO must have a student records management system in place that has the capacity to provide the registering body with AVETMISS compliant data.

The RTO must provide returns of its client records of attainment of units of competency and qualifications to its registering body on a regular basis, as determined by the registering body.

The RTO must meet the requirements for implementation of a national unique student identifier.

7. Recognition of Qualifications Issued by Other RTOs

The RTO must recognise the AQF qualifications and Statements of Attainment issued by any other RTO.

8. Accuracy and Integrity of Marketing

The RTO must ensure its marketing and advertising of AQF qualifications to prospective clients is ethical, accurate and consistent with its scope of registration. The NRT logo must be employed only in accordance with its conditions of use.

9. Transition to Training Packages/Expiry of Accredited Courses

The RTO must manage the transition from superseded Training Packages within 12 months of their publication on the www.training.gov.au website. The RTO must also manage the transition from superseded accredited courses so that it delivers only currently endorsed Training Packages or currently accredited courses.

I understand that the Training Accreditation Council may share information about this application and our organisation with other state and territory registering bodies and with other relevant agencies in accordance with the provisions of the *Vocational Education and Training Act 1996* and the requirements of the AQTF Standards for State and Territory Registering Bodies.

I also understand that this application may be refused or cancelled if our organisation:

- fails to provide true and correct information of a material nature in this application; or
- fails to fulfil the undertakings made in this declaration.

Chief Executive's/
Legally Responsible
signature: _____ Date: _____

Print name: _____

Witness's signature: _____ Date: _____

Print name: _____

Organisation: _____

SECTION 7 – EVIDENCE TO SUPPORT YOUR APPLICATION

This information will be used to establish your organisation's readiness for audit. Evidence to establish your organisation's compliance with the AQTF across its full scope of registration will be reviewed at the audit. There is no set format as to how you should provide the information; it should be appropriate to the operations of your training organisation. Please provide copies only, if originals are supplied and you wish them to be returned please include a stamped self-addressed envelope.

In processing applications for registration with the Council, the Secretariat will first undertake an assessment of Fit and Proper requirements and Financial Viability. Once these requirements have been met, the application will then progress through the application process. Applicants should use the following checklist to ensure complete and accurate documentation is supplied, as **incomplete applications will be rejected by the Training Accreditation Council and all fees are non-refundable.**

		Applicant	Office Use Only
7a	Comprehensive business plan that includes the organisation's: <ul style="list-style-type: none"> - Structure (e.g. organisational chart, terms of reference); - Intended objectives as an RTO; and - Proposed outcomes across its operations. 		
7b	A list of staff that will deliver and assess the delivery applied for Evidence that staff have appropriate training and assessment competencies Evidence that staff have appropriate vocational competencies		
7c	Training and assessment strategies for all qualifications, units of competency and/or accredited courses applied for		
7d	<p><u>If application includes qualifications</u></p> <p>Assessment instruments that relate to at least two industry specific units of competency for the highest level qualification in each industry area (include high risk units if applicable)</p> <p>and/or</p> <p><u>If application includes units of competency</u></p> <p>Assessment instruments for at least two units in each industry area (include high risk units if applicable)</p>		
7e	Evidence of copyright approval for accredited courses (<i>if applicable</i>)		
7f	Most recent financial statements: Profit and Loss Statement (Statement of Comprehensive Income) Balance Sheet (Statement of Financial Position) Cash Flow Statement (Statement of Cash Flows – if available) Directors'/Owners' Declaration, signed and dated <p><i>If audited:</i> Independent audit report that is signed, dated and certified by a registered auditor in accordance with Australian Auditing Standards; or <i>If not audited:</i> Compilation report that is signed, dated and certified by a qualified accountant in accordance with Australian Accounting Standards</p> Registered auditor/qualified accountant is a member of either: <ul style="list-style-type: none"> – CPA (Certified Practising Accountants Australia); – ICA (Institute of Chartered Accountants Australia); or – IPA (Institute of Public Accountants). <p>TRUSTS Entities operating as Trusts are required to provide a copy of the Trust Deed which includes details of the Corporate Trustee.</p>		

SECTION 8- CONFLICT OF INTEREST

Identify any conflict of interest with a specific Auditor.

Please note that if a conflict of interest is identified, the reason for this conflict must be included.

	Yes	No	Unsure
Burnett, Allison – Specialised Training Solutions			
Dempsey, Mairead – Assessment Training and Research Consultancy Services			
Docking, Russell – Skill Resource Management Systems			
Hawke, Cherrie – Torque Holdings			
Large, Julie – JAL Enterprises			
McCarter, Helen – Workplace Skills Management			
Stewart, Sharon – LCN Training Solutions			
Vlajsavljevich, Pamela			
Werner, Claire – APPLIC8			

Reason for conflict of interest:

SECTION 9 - TOTAL VET ACTIVITY EXEMPTIONS

In line with AQTF Condition 6, from 1 January 2014, an RTO must implement policies and procedures to collect full AVETMISS data from their clients for submission from 1 January 2015. RTOs who believe they will be unable to collect this information can apply to TAC for the below exemptions. Further information regarding the exemptions can be found in the Implementation of Total VET Activity document and the National VET Provider Collection Data Requirements Policy available on www.tac.wa.gov.au.

Please indicate below if you wish to be considered for a total VET activity exemption:

<input type="checkbox"/>	Short Units or modules exemption
<input type="checkbox"/>	Enterprise RTOs exemption

SECTION 10 - FEE STRUCTURE

The following fees are inclusive of GST.

Fee Type	Fees	Notes	
Application Lodgement Fee	\$900	Non-refundable, payable at the time of submitting application.	
Application Assessment Fee	\$7,000 Plus: \$145 \$50 \$700	<ul style="list-style-type: none"> • Base fee • each additional qualification • each additional unit of competency • each additional delivery site 	Base fee includes up to 4 qualifications, up to 20 units of competency and up to 2 delivery sites. <i>Total application fee, including lodgement and assessment, is capped at \$50,000.</i>
Annual RTO Registration Fee	\$1,130 \$3,220 \$6,975 \$10,730	<ul style="list-style-type: none"> • 0-4 qualifications • 5-10 qualifications • 11-60 qualifications • 61 or more qualifications 	Payable annually. Includes any number of units of competency.

Please note all fees are non-refundable.

TAX INVOICE

This section of the form becomes a tax invoice on payment.

ABN: 86 936 328 729

(Department of Education Services)



1. Complete the tax invoice, attach your cheque to the application form and record the cheque number below.
2. Retail a copy of the application form for your records.
3. Cheques should be made payable to the:
"Training Accreditation Council"
4. Application forms with payment should be marked:
"Confidential"

1. If you would like to arrange an electronic funds transfer please use the following bank details:

BSB: 066-040

Acc Number: 12300024

Commonwealth Bank

6th Floor, 150 St Georges Terrace PERTH WA 6000

2. Please forward a copy of the EFT receipt along with the application form, to ensure payment has been confirmed.

Cheque Number: _____ or EFT Reference _____

ABN: _____ Date EFT Paid: _____

Legal name: _____

Trading name(s): _____

Postal Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Facsimile: _____ Mobile: _____

Contact name: _____ Position: _____

DESCRIPTION	TOTAL
Application for Registration as a Registered Training Organisation	\$900.00
TOTAL AMOUNT PAYABLE (GST Exempt)	\$900.00

Please send your completed application form and supporting documentation by mail to:

Training Accreditation Council Secretariat
PO Box 1766 OSBORNE PARK WA 6916

Telephone: (08) 9441 1910

Facsimile: (08) 9441 1901

Email: tac@des.wa.gov.au